

**UNITED STATES BANKRUPTCY COURT  
Office of the Clerk  
District of Colorado  
721 - 19<sup>th</sup> Street  
Denver, CO 80202-2508**

**EMPLOYMENT OPPORTUNITY  
Position Title: CASE ADMINISTRATOR  
Announcement Number 03-06-BK  
*Open Until Filled*  
Position Opened: June 6, 2003  
Classification Level: CL 25  
Starting Salary Range: \$32,612 - \$52,995\***

**\*Starting salary will be commensurate with experience and qualifications**

**POSITION OVERVIEW:**

This position is located in the U.S. Bankruptcy Court for the District of Colorado. The Case Administrator may be primarily responsible for, but is not limited to, the following duties:

- \* Furnishes non-legal procedural information and forms to persons desirous of filing petitions, claims and complaints at the counter, by telephone, or by letter to members of the general public and the bar regarding the status of bankruptcy actions pending before the Court.
- \* Scans and converts all documents filed into image files.
- \* Communicates with attorneys and bar re: electronic case filing.
- \* Ensures collection and receipt of appropriate fees.
- \* Maintains respective suspense (tickler) files.
- \* Utilizes automated reports to administer case management, i.e. issue discharges, orders, notices, close cases, and memos re: adversary proceedings, etc.
- \* Makes summary entries and assures quality of all documents and proceedings entered on the automated case and adversary dockets.
- \* Responds to inquiries on case status while providing excellent customer service.
- \* Responsible for verifying entries made by attorneys are accurate and complete. May develop revised procedures for case administration responsibilities and coordinate and facilitate follow-up training with case administrators and practitioners as needed.
- \* Issues all civil processes such as summonses for service on involuntary cases and summonses for service on defendants in adversary cases.
- \* May ensure that reports relating to quality statistics are working properly and are generating appropriate data for analysis. May determine need for additional reports and provide automation staff with necessary information to write new reports.

- \* May assist in maintaining databases, such as the application of installment payments and the attorney address lists; performs follow-up measures as needed, concerning case initiations, dispositions and noticing.
- \* May operate digital recording equipment as needed.
- \* May assign trustees and set cases for first meetings.
- \* May train customers/practitioners.
- \* May act as team leader for teams and participate in enhancing team dynamics, employee orientation, team mentoring, coaching and training or retraining of new or transferred employees.
- \* Other duties as assigned.

**Required Qualifications:**

- High School graduate or equivalent.
  - Legal Assistant experience (two or more years as a legal assistant or office manager in a legal environment)
- Knowledge/skills/abilities assessment may be performed on the following tasks:
- Typing/keyboarding skills with strong emphasis on accuracy.
  - Skill in use of Windows 98/2000, directory structures (file management skills), WordPerfect 9 or Word

**The ideal candidate will have experience and qualities as follows:** progressively responsible clerical and professional office environment background, job history that indicates longevity, customer service experience, organized and detail oriented, accountability for work product, excellent communication skills (written and verbal), mature, flexible and tactful when working under pressure, professional demeanor, and the ability to work in a self-directed environment.

**Desirable Qualifications:**

- Paralegal background (education and/or work history)
- Work history that reflects experience with and an understanding of operational processes in a court environment
- Knowledge of legal terminology
- Skill in utilizing Internet, Lotus Notes, and Lotus Organizer
- Familiarity with suspense control (tickling), noticing and docketing procedures

Apply by submitting **cover letter** specifically addressing the applicants compliance with required qualifications and desirable qualifications as stated above, **resume to:**

Human Resources Division  
721 19<sup>th</sup> Street, Room 129  
Denver, Colorado 80202  
Attn: 03-06-BK

or fax to 303-844-0607